



Job Opportunity Bulletin

Student Assistant

2 Positions Available

Tenure/Time Base:	Temporary/Intermittent
Work Hours:	Varies between core hours of 8am – 5pm
Office/Location:	California Commission on Teacher Credentialing Certification, Assignment, and Waivers Division 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$8.13 - \$8.70 Range B: \$8.70 - \$9.35 Range C: \$9.35 - \$10.03 Range D: \$10.03 - \$10.83
Final Filing Date:	January 26, 2007 or until filled
Contact:	Micki Hammad-Crowell (916) 323-5096

Duties:

Under close supervision of the Certification, Assignment, and Waivers (CAW), Policy and Training Program (PTP) managers, the student assistant provides support and is responsible for the following:

- Provide support for the staff of PTP which may include: tracking and maintaining project deadlines for reports; communication and reports for the managers; coordinate staff appointments and meetings; assist in developing and maintaining PTP Filemaker files and systems; assist in compiling program documents as needed.
- Assist in conducting an audit of credentialing information and requirements of applicants renewing credentials online by evaluating the information provided to determine appropriate actions.
- Provide technical program support to PTP analysts in the Waivers, Research, Policy, Assignments, and Training units.
- Other related duties consistent with the goals and objectives of the projects to which student(s) are assigned, and with the mission of the California Commission on Teacher Credentialing.

Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

Desirable Qualifications:

- Ability to effectively work independently or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job
- Knowledge of Filemaker Pro 8 software systems
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a **2.0 GPA** or higher and possess the desirable qualifications listed above are eligible to apply.

Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-158 & 07-159 on the front of the application. Mail to the above address, Attention: Micki Hammad-Crowell. The applications will be screened and only the most qualified applicants will be interviewed.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.